

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: SUBSTANCE ABUSE AND MENTAL HEALTH PROGRAM MANAGER
Department: Health
Reports to: Health Director/Assistant Health Director
Status: Exempt
Salary: \$40,217 to \$52,489 annually
Level: 6
Opens: November 22, 2013
Closes: December 13, 2013

SUMMARY

Responsible for Substance Abuse and Mental Health Program operations, including compliance and annual re-qualification of State of Michigan Substance Abuse Program License. Maintain CARF accreditation for program credibility and quality of service for clients and program staff. Manage program budget and grants. Clinical supervision of program staff. Direct care of clients, including counseling and facilitating groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise and manage employees of Substance Abuse Program, ensuring that program goals and objectives are obtained, including clinical supervision of staff, as well as clinical supervision of staff seeking full licensure.
- Ensure clients receive highest quality service/confidentiality/clinical supervision.
- Develop and redefine program policies/procedures as needed.
- Manage all budgets, budget development and administering funds/expenditures.
- Manage grants involving the SA/MH program; collaborate with other departments as necessary.
- Communicate and comply with regulations and rules from state licensing, CARF, Medicaid and coordinating agency.
- Ensure patient chart documentation (electronic and paper charts) meet IHS and Tribal documentation standards.
- Oversee ATR billing as well as all third party billing.
- Represent and maintain positive image of Substance Abuse program to the tribal community, clients, and the general public, and resolve any issues as necessary.
- Ensure the program and department are current with educational/teaching materials i.e., books, newsletters, workbooks, video and audio.
- Market program to referral sources (court officials, probation/parole, attorneys, school counselors, FIA, and other related programs/substance abuse programs) via telephone, letters, brochures and personal visits.
- Provide counseling services to clients.
- Oversee professional development for self and department staff via personal study workshops/conferences.
- Ensure program offers appropriate culturally based services for clients.
- Advocate for substance abuse prevention education by coordinating and providing community based primary prevention programming.

EDUCATION and/or EXPERIENCE

Master's degree in Social Work, Professional Counseling, Psychology or related field plus four years of related experience with at least one year management experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be fully licensed to provide counseling services in the State of Michigan.

COMMENTS

Indian Preference will apply. If a recovering person, must have and maintained minimum of six (6) years continuous sobriety.